

Performing a Budget Query

Introduction

The Budget Query option permits the Finance Self-Service user to access the same information they would review online using the Executive Summary Page (FGIBDSR) or the Banner Baseline form (FGIBDST) forms, for Budget Status. As is also true for those online forms, the data selected through a Finance Self-Service query can be downloaded to a Microsoft Excel spreadsheet.

A user may build or retrieve three types of queries:

- Budget Query by Account
- Budget Query by Organizational Hierarchy
- Budget Quick Query.

Users may choose from the following Operating Ledger Data for Budget Query by Account and Budget Query by Organizational Hierarchy:

- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance.

Comparison queries

When users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. (Budget Quick Query only shows one fiscal year). With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.

Downloading query data to a spreadsheet

Users can download budget query data to a Microsoft Excel spreadsheet and then edit it, according to their reporting needs.

Saving queries as templates

A query can be saved as a template on each screen. However, each time a query is saved, only the information entered and queried up until that point is saved. A user can enter a query and save it on each screen under a different name, creating several templates, each with its own detail or path.

This functionality enables the user to save the query and retrieve it later for quick reference or customizing. Queries may be saved as 'Shared' or 'Personal.' Other users may access 'Shared' queries; 'Personal' queries may be accessed only by the User who created them.

Note: You can use the Delete Finance Template link to delete your personal templates.

User-calculated columns

The detail screen provides the capability to add "user calculated columns" to a query. The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Note: The User Calculated columns cannot be downloaded into Excel because they are just calculations.

Budget query by account

The Budget Query by Account option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by

- Specific FOAPAL/Index values
- A Specific Organization
- All Organizations
- Grant
- Fund Type
- Account Type
- Revenue Accounts.

There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.

Budget query by organization hierarchy

The Budget Query by Organization Hierarchy option allows users to review budget information for organizations:

- Hierarchical Structure
- Specific Funds, high-level Organizations, Accounts, and Programs
- Fund Type
- Account Type
- Revenue Accounts.

The levels of this type of query include

- Organizational Hierarchy
- External Account Type (Levels 1 and 2)
- Account Detail, Transaction Detail
- Document Detail
- View the Document.

Budget quick query

The Budget Quick Query mimics the output one sees from Banner Baseline form (FGIBDST). It is used to review budget information by Adjusted Budget, Year to Date, Commitments, and Available Balance by

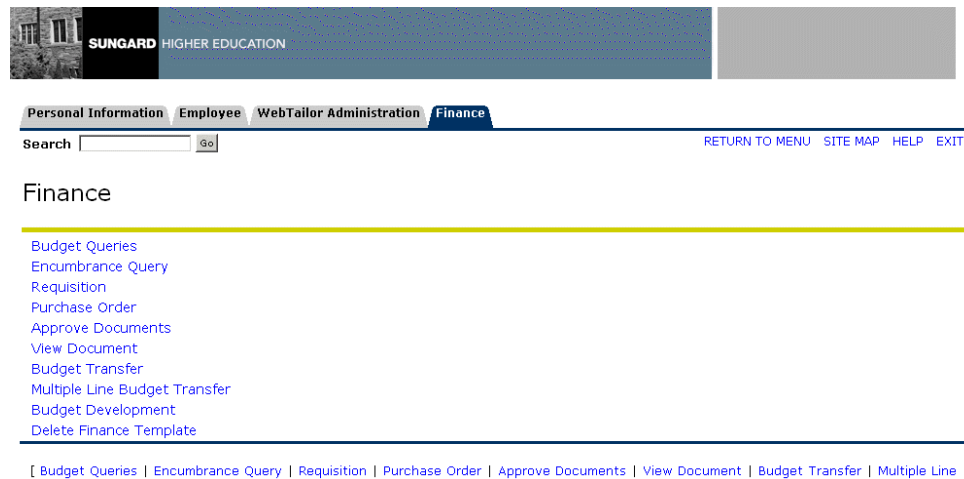
- specific FOAPAL/Index values
- a specific organization
- all organizations
- grant
- revenue accounts.

The levels of this type of query do not allow any type of query for: Account Detail, Transaction Detail, Document Detail, or View the Document.

Steps

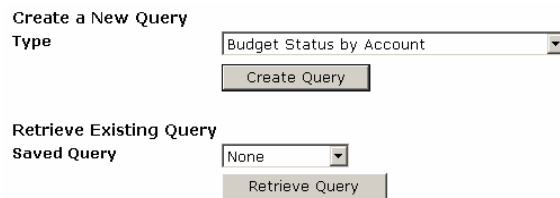
Follow these steps to complete the process.

1. Click **Budget Queries** from the Finance Menu to navigate to the Budget Query Page.



The screenshot shows the SunGard Higher Education web interface. At the top, there is a header with the SunGard logo and 'HIGHER EDUCATION'. Below this is a navigation bar with tabs for 'Personal Information', 'Employee', 'WebTailor Administration', and 'Finance'. The 'Finance' tab is selected. Under the 'Finance' tab, there is a search bar and a list of links: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Purchase Order', 'Approve Documents', 'View Document', 'Budget Transfer', 'Multiple Line Budget Transfer', 'Budget Development', and 'Delete Finance Template'. The 'Budget Queries' link is highlighted. At the bottom of the page, there is a breadcrumb trail: '[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line]'.

2. Under "Create a New Query," click the drop-down **Type** menu to view values.



The screenshot shows the 'Create a New Query' form. It has two sections. The first section is 'Create a New Query' and contains a 'Type' dropdown menu with 'Budget Status by Account' selected, and a 'Create Query' button. The second section is 'Retrieve Existing Query' and contains a 'Saved Query' dropdown menu with 'None' selected, and a 'Retrieve Query' button.

Select **Budget Status by Account** to view budget information for organizations detailed by account. You may wildcard either or both the organization or account (as well as other values, exc. Chart). This does not work with hierarchical organization or account codes.

Select **Budget Status by Organizational Hierarchy** to view summarized budget information using actual or hierarchical organization or account codes.

Select **Budget Quick Query** to view summarized budget information for organizations. This does not work with hierarchical organization or account codes.

3. After selecting a query type, click the **Create Query** icon.
4. Check the appropriate checkboxes for your query.

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

5. Enter a name for your query in the **Save Query As** field.


Note: Do not use the following non-standard characters in your query name. They are the semicolon (;), slash (/), ampersand (&), at sign (@), and question mark (?).


6. Check the **Shared** checkbox.
7. Click the **Continue** button.

8. Enter the appropriate parameters for your query.

Note: You must choose either a valid organization or a valid grant and chart of accounts to retrieve any data.

Query Budget Query 2005a (S) saved.

 For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

 To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

Chart of Accounts: Index:

Fund: Activity:

Organization: Location:

Grant: Fund Type:

Account: Account Type:

Program:

☐ Include Revenue Accounts

Save Query as:

☐ Shared

9. Save Query as _____ to save the entire query for reuse.

10. Check the **Shared** checkbox.

11. Click the **Submit Query** button.

12. The page will refresh and display the results of your query, along with the parameters that were selected.

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Jul 31, 2003		
As of Jan 04, 2005		
Compared to Jun 30, 2003		
Chart of Accounts	B SCT University	Commitment Type
Fund	1110 Current Education and General	All
Organization	11004 Dept of Biological Sciences	Activity
Account	All	Location
		All

Query Results

Account	Account Title	FY04/PD01 Adopted Budget	FY03/PD14 Adopted Budget	FY04/PD01 Budget Adjustment	FY03/PD14 Budget Adjustment	FY04/PD01 Adjusted Budget	FY03/PD14 Adjusted Budget	FY04/PD01 Year to Date	FY03/PD14 Year to Date	FY04/PD01 Commitments
7210	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7220	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00